



**Ignite Discovery.  
Create Possibility.  
Achieve Dreams.**

**Preparing OUR students for tomorrow's world**

# **CREEK WOOD HIGH SCHOOL**

## **STUDENT HANDBOOK**

2018 – 2019

Name: \_\_\_\_\_

**Principal - Polly Spencer**

### **Assistant Principals**

Leslie Christy

Misty Meadows

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**Twitter:** @creekwoodhs **Facebook:** We Are Creek Wood

**Website:** [cwhs.dicksoncountyschools.org/](http://cwhs.dicksoncountyschools.org/)

# BE...

**S**hake hands.

**P**osture.

**E**ye contact.

**C**harm.

**I**ntroduce yourself.

**A**sk a question.

**L**ean and listen.

### Quick Write Template

<b>What?</b>	<b>Restate the question and give your answer.</b> <i>Of the basketball players, Lloyd was the better player.</i>
<b>Why?</b>	<b>Give a reason why you think that.</b> <i>Lloyd was the better player because he made the winning shot.</i>
<b>How?</b>	<b>Support your answer with evidence.</b> <i>Making the winning shot shows he stayed calm under pressure and that he was determined to win.</i>
<b>Close.</b>	<b>Restate the answer and close.</b> <i>Therefore, Lloyd was a better player than Jason.</i>

# Bell Schedules

## 2018-2019

<b><u>A DAY</u></b>		
1 <sup>st</sup>	7:55 – 9:30	95 minutes
3 <sup>rd</sup>	9:35 – 11:10	95 minutes
5 <sup>th</sup>	11:15 – 1:20	95 minutes
Lunch	11:45 – 12:10 12:15 – 12:40 12:45 – 1:20	Lunch A Lunch B Lunch C
7 <sup>th</sup>	1:25 – 3:00	95 minutes

<b><u>B DAY</u></b>		
2 <sup>nd</sup>	7:55 – 9:35	100 minutes
ICA	9:40 – 10:55 <i>9:40-10:15 – ACT 10:20-10:55 – Remediation</i>	75 minutes
4 <sup>th</sup>	11:00 – 1:20	95 minutes
Lunch	11:10 – 11:50 11:55 – 12:35 12:40 – 1:20	Lunch A Lunch B Lunch C
6 <sup>th</sup>	1:25 – 3:00	95 minutes

<b><u>Regular C Day</u></b>		
1 <sup>st</sup>	7:55 – 8:50	55 minutes
2 <sup>nd</sup>	8:55 – 9:45	50 minutes
3 <sup>rd</sup>	9:50 – 10:40	50 minutes
4 <sup>th</sup>	10:45 – 11:35	50 minutes
5 <sup>th</sup>	11:40 – 1:05	50 minutes
Lunch	11:40 – 12:05 12:10 – 12:35 12:40 – 1:05	Lunch A Lunch B Lunch C
6 <sup>th</sup>	1:10 – 2:00	50 minutes
7 <sup>th</sup>	2:05 – 3:00	55 minutes

<b><u>Activity C Day</u></b>		
1 <sup>st</sup>	7:55 – 8:45	50 minutes
2 <sup>nd</sup>	8:50 – 9:35	45 minutes
3 <sup>rd</sup>	9:40 – 10:25	45 minutes
4 <sup>th</sup>	10:30 – 11:15	45 minutes
Activity	11:20-11:50	30 minutes
5 <sup>th</sup>	11:55 – 1:20	60 minutes
Lunch	11:55 – 12:20 12:25 – 12:50 12:55 – 1:20	Lunch A Lunch B Lunch C
6 <sup>th</sup>	1:25 – 2:10	45 minutes
7 <sup>th</sup>	2:15 – 3:00	45 minutes



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## Creek Wood High School 2018-2019

### Mission Statement

Creek Wood High School is an academic environment with the vision to prepare **OUR** students for tomorrow's world by *Igniting Discovery, Creating Possibility, and Achieving Dreams.*

### Alma Mater

By a Creek and Wooded  
valley,  
Our alma mater stands:  
We pledge to you our  
loyalty  
As we join our hands.

Courage, honor, truth,  
and spirit –  
Guide us day to day.  
Here's to you, our alma  
mater,  
Creek Wood, all the way.

### Expectations

Our expectations for appropriate student behavior, dress expectations, and cell phone/electronic device usage are in place to enhance the learning environment for all students, teachers, and staff members.

### Attendance #attendancematters

Creek Wood has a goal of 97% student attendance. Every student, every day. At Creek Wood High School, we will **STRIVE FOR FIVE**. Strive for Five is an initiative to encourage our students to miss fewer than five days the entire school year.

## **Attendance Procedures – Cumulative absences for each school year**

- 3 unexcused absences – Parents will receive a truancy letter + parent/guardian meeting for attendance contract.
- 5 unexcused absences – Parents will receive a truancy letter. Ms. Sensing with the Juvenile Court Office will meet with student and parent/guardian.
- Repeated unexcused absences – School based community service is assigned.
- After the above process has been completed and no satisfactory progress is obtained, Ms. Sensing will petition the parent/guardian to court for truancy violation.
- 15 unexcused absences – Prom privileges revoked.
- 18 unexcused absences – Seniors will not be permitted to walk at graduation.

## **Attendance Procedures Cumulative absences for each school year**

### **\*\*\*Important Student/Parent Attendance Reminders\*\*\***

1. When a student is absent (partial day or full day), a parent or doctor note, phone call, or email must be provided to the front office upon return to CWHS.
2. If a student accumulates 10 absences, a doctor's note must be turned in or faxed for each subsequent absence.
3. Personal business is **NOT** an excused absence.

4. Students may **NOT** check-out to go to lunch. Checking-out for lunch is a time and safety issue. It is our goal to protect all of our students at Creek Wood High School and keep them safe.
5. Out-of-town trips – prior approval is needed. Parents must send a note or email to [afaught@dcbe.org](mailto:afaught@dcbe.org). Ms. Amy will get you the information needed for proper approval in order to determine if the days will be excused/unexcused.

**Check-ins/Check-out – Cumulative (does not restart each nine weeks)**

An unexcused check-in/check-out at any time during the school day will result in the following:

- 3<sup>rd</sup> unexcused check-in/check-out – lunch detention
- 4<sup>th</sup> unexcused check-in/check-out – lunch detention x2
- 5<sup>th</sup> unexcused check-in/check-out – ISS
- 10 unexcused check-in/check-out – 3 days NDA

\*Continued violations will result in possible NDA, OSS, additional ISS.

**\*Student/Parent REMINDERS for check-ins/outs\***

Check-out procedures are for the safety and well-being of all students at CWHS. It is our goal to ensure a safe and orderly learning environment.

- ***PLEASE NOTE – Calls for check-outs will not be accepted. It must be a written note, or a parent/guardian must come check-out their student.***

- Notes for **all check-outs** must be turned into office before 8:00am. All notes **will be** verified by office personnel.
- Personal business is **NOT** excused for check-ins/check-outs.
- If a student is sick, they must see Nurse Rachel before check-out or return with a doctor's note in order for it to be an excused check-out.

### **EVERY Day – ALL Day – Strive for FIVE**

Strive for five is an attendance initiative set forth by the state of Tennessee. It is the goal/expectation for each student at CWHS to miss 5 or fewer days during the 2018-2019 school year. If the following criteria is met, students will be exempt from final exams:

- All state testing requirements must be met (ACT, EOC, Civics)
- STRIVE for FIVE – five or fewer missed days per class period. If the class is a semester class (1/2 credit), the student must miss 3 or less days.

### **Final Exams**

- If you do not meet Strive for FIVE expectations, you will be required to take a final examination on the day that it is assigned.
- Exams may not be taken or turned in early without administrative approval. Please, plan accordingly.

### **Tardies – Per nine week grading period**



Teachers will submit a discipline referral when you have been tardy to class 3 times and each subsequent time.

- 3<sup>rd</sup> tardy offense – lunch detention
- 4<sup>th</sup> tardy offense – lunch detention x2
- 5<sup>th</sup> tardy offense – ISS

### **Hall Passes**

Students in the hallway during class time MUST have a hall pass.

### **20/20**

Students should not be in the hallway during the first/last 20 minutes of class. Research shows that this will help maximize instructional time.

### **Motor Vehicle Regulations**

- Students' vehicles must be registered for authorized parking on campus. Parking hangers can be purchased from the bookkeeper for \$10.00 and must be displayed at all times.
- Campus speed limit is 15 mph. All vehicles on campus must always give school buses and pedestrians the right of way.
- Students will park in number spaces to which they have been assigned.
- When students arrive on campus, they must leave the vehicle immediately and enter the building. No hanging out in the parking area.
- When students arrive on campus, they're not permitted to leave without permission.

## **Motor Vehicle Regulations (cont.)**

*Non-registered vehicles parking on campus or vehicles in areas other than those designated as student parking are subject to ticketing and the student is subject to disciplinary action. Driving and parking on campus is a privilege, not a right. This privilege may be revoked if the student fails to operate the vehicle in accordance with state law and school rules. Vehicles on campus are subject to be search at any time. Creek Wood High School is not responsible for loss or damage that may occur in the parking lot.*

## **Student Dress Expectations 2018-2019**

### **Collared Shirts:**

- Button-up or polo shirt of any color/pattern

*Non-negotiables for collared shirts – Free from holes, tears, and inappropriate language or inappropriate logos. Must have sleeves.*

### **T-Shirts:**

- Any color or pattern t-shirt
- **Any CWHS t-shirt** or any officially licensed college/university t-shirt.

*Non-negotiables for t-shirts – Free from holes, tears, and inappropriate language or inappropriate logos/images. Must have sleeves. No tank tops. No scoop neck shirts. No cleavage.*

## **Blouses:**

- Any color or pattern

Non-negotiables for blouses – Free from holes, tears, and inappropriate language or inappropriate logos/images. No lace or sheer material. Must have sleeves (no peephole/cold shoulder shirts). No tank tops. Cannot be backless. No scoop neck shirts. No cleavage.

## **Pants:**

- Any color/pattern pant

Non-negotiables for pants – Free from frays, holes, tears (even if purchased that way, can't be patched underneath). Must button, zip, and have pockets.

**No sweat-pants, athletic pants, yoga pants, tights, leggings, or jeggings. Pants must fit and may not sag.**

## **Shorts/Skirts/Dresses:**

- Any color/pattern to the knee

Non-negotiables for shorts/skirts/dresses – Free from holes, tears. No sweat-pants/shorts, athletic shorts, yoga shorts/pants, tights, leggings, or jeggings. Dresses must have appropriate neckline.

## **Jackets/Sweaters/Sweatshirts:**

- Any appropriate pattern
- **Any CWHS** or officially licensed college or university jacket/sweater/sweatshirt

Non-negotiables for jackets/sweaters/sweatshirts – Free from holes, tears, and inappropriate language or inappropriate logos/images.

## **Team Warm-Ups:**

- Official CWHS team gear/ warm-ups can be worn if entire team is directed by the Head Coach of a particular sport.

***Non-negotiables for Team Warm-Ups – Team warm-ups must match and be worn by the entire team. Head Coach of the sport will send an email noting that team issued warm-ups will be worn.***

**Dress Code Non-negotiables for CWHS:** *All clothing must be the proper size/fit, free of any rips/holes/tears and have sleeves. Sweat-pants, yoga pants, tights, leggings, jeggings, pajamas, athletic shorts, tank-tops, hats, house shoes, chains, spikes, lace or sheer material, sunglasses, blankets, animal tails/ears or anything that is deemed inappropriate or distracting will not be acceptable. All clothing must be free of any inappropriate language and/or inappropriate images. Shoes must be worn at all times.*

***Any student dress that disrupts the learning environment is not acceptable.***

## **Dress Code Violations:**

1<sup>st</sup> offense – Required change of clothes and warning.  
(If change of clothes is not available, ISS will be assigned.)

2<sup>nd</sup> offense – ISS

3<sup>rd</sup> offense – ISS and parent conference

\*Continued violations will result in possible NDA, OSS, additional ISS.

## **AM Procedures**

Upon entering the building in the mornings, students will report to the commons area. Students should only be in commons until 7:40 AM. The doorways to the academic hallways will open at 7:40.

## **Student Pick-up/drop-off (Car Riders)**

Student drop off and student pick up should always be made in the front of the school building. Students should not be dropped off prior to 7:00 AM and should be picked-up by 3:30 PM. If a student is on campus after 3:30 PM, they MUST be with a school employee and/or coach.

## **Cell Phone/Electronics Policy – Per nine week grading period**

Students may use phones/electronic devices during passing periods and lunch. Phones should not be visible in the classroom unless teacher has given permission for an academic purpose.

## **Cell Phone/Electronics Policy Discipline**

- 1<sup>st</sup> offense – phone will be taken up and remain in office until 3:00
- 2<sup>nd</sup> offense – phone will be taken up and remain in office until 3:00 + lunch detention
- 3<sup>rd</sup> offense – phone will be taken up and remain in office until parent picks up + ISS

\*Continued violations will result in possible NDA, OSS, additional ISS, and/or phone not permitted in the building.

## **Tobacco/Tobacco Products/Vape Pens**

Possession or use of tobacco/tobacco products/vape pens by a CWHS student on any Dickson County School campus or any school sponsored event will be in violation of Dickson County Board of Education policy.

- 1<sup>st</sup> offense – Citation
- 2<sup>nd</sup> offense – Citation and ISS
- 3<sup>rd</sup> offense – Citation and NDA

\*Continued violations will result in possible NDA, OSS, additional ISS.

## **Pocket Knives**

Pocket Knives are not permissible on campus, regardless of size.

## **Threats/Bullying/Social Media**

Acts of violence or treats of violence in person or on social media will not be tolerated and appropriate actions will be taken.

## **Drugs**

Possession, use, and/or sale of illegal drugs or prescription medication will be subject to student suspension, and a DHA (disciplinary hearing authority) will be requested to determine student placement. A petition to juvenile court in Dickson County will be filed.

## **Alcohol**

Possession, use, and/or sale of alcoholic beverages will be subject to student suspension, and a DHA (disciplinary hearing authority) will be requested to determine student placement. A petition to juvenile court in Dickson County will be filed.

## **CWHS AFTER SCHOOL HOURS/EVENTS**

Students are prohibited from being on campus or in the school building (after designated school hours or events) without proper permission or a board of education employee. Violations of this policy could result in disciplinary and/or legal actions.

### **Fighting**

Fighting will not be tolerated. Violation will result in automatic suspension with possible NDA placement.

### **Damage to Property**

Students who deface, vandalize, or damage in any manner any school property, including school buses, shall pay in full for all damages and subject themselves to disciplinary action.

### **ACT**

Creek Wood High School has an ACT **goal of 21**. “Gearing Up for the ACT” is a way we are planning on reaching that goal. Students will have additional time two days a week that they will work on ACT skills in their ICA class. Juniors will be required to take the ACT in the spring free of charge. Free senior retakes will be during the school day on Monday, October 15<sup>th</sup>. Please contact the guidance department if you have any questions about the ACT.

## **People to Know**

### **Office Staff:**

- Jeremy Baker, front office
- Stacie Hayes Choate, bookkeeper
- Crissy Cole, front office / ISS
- Alicia Corlew, social worker
- Amy Faught, attendance
- Joe Lovelace, SRO
- Lisa McClanahan, cafeteria manager
- Rachel Smith, nurse

### **Guidance:**

- Bridget Connell, sophomore guidance counselor
- Melissa Daniel, registrar
- Greg Grimsley, junior and senior guidance counselor
- Sandra Hayes, guidance secretary / front office
- Kristie King, freshman guidance counselor